

## **AGENCY FOR TOXIC SUBSTANCES AND DISEASE REGISTRY (HT)**

The mission of the Agency for Toxic Substances and Disease Registry (ATSDR) is to prevent or mitigate the adverse human health effects and diminished quality of life that result from exposure to hazardous substances in the environment. The ATSDR responsibilities are specified in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) as amended in the Superfund Amendments and Reauthorization Act of 1986 and in amendments (Hazardous and Solid Waste Amendments of 1984) to the Resource Conservation and Recovery Act (RCRA). ATSDR works closely with State, local, and other Federal agencies to reduce or eliminate illness, disability, and death that result from exposure of the public and workers to toxic substances at spill and waste disposal sites. Through additional laws, ATSDR provides environmental support to other national efforts, such as the disposal of medical wastes.

To carry out its CERCLA mission, ATSDR (1) evaluates data and information on the release of hazardous substances into the environment to assess any current or future impact on public health, develops health advisories or other health recommendations, and identifies studies or actions needed to evaluate and mitigate or prevent adverse human health effects; (2) summarizes and interprets available data on the health effects of hazardous substances in consultation with the Environmental Protection Agency (EPA) and other programs and agencies of PHS, and in cooperation with the National Toxicology Program (NTP), initiates toxicologic research to determine the health effects of designated hazardous substances, where needed; (3) provides health-related support in public health emergencies, including public health advisories involving exposure to hazardous substances; (4) establishes and maintains a registry of persons exposed to hazardous substances and a registry of serious diseases and illnesses in persons exposed to toxic substances as a result of environmental exposure; (5) expands knowledge of the relationship between exposure to hazardous substances and adverse human health effects, through epidemiologic, toxicologic, laboratory, and other studies on hazardous substances; (6) develops and disseminates to physicians and other health care providers informational materials on the health effects of toxic substances; (7) establishes and maintains a publicly accessible inventory on hazardous substances; (8) assists service and research programs in occupational safety and health to protect workers at Superfund sites and workers who respond to emergency releases of hazardous substances; (9) maintains a nationwide list of sites that are closed or restricted to the public because of contamination by hazardous substances.

To carry out its RCRA mission, ATSDR (1) provides immediate or short-term assistance to EPA regional and headquarters staff to provide health advice and health effect information about releases of hazardous substances at landfills and surface impoundments; (2) conducts health assessments when a landfill or surface impoundment has been found to pose a substantial potential risk to human health.

### Office of the Administrator (HTA)

(1) Directs and evaluates the programs and activities of the Agency; (2) provides leadership for implementing statutory responsibilities; (3) approves the Agency's goals and objectives; (4) provides overall policy direction to the scientific/medical program; (5) plans, promotes, and coordinates an ongoing program to assure equal employment opportunities; (6) provides leadership for and assessment of administrative management activities; (7) assures coordination with appropriate PHS staff offices and other relevant agencies for administrative and program matters, such as coordinating emergency response activities that involve action at the PHS level.

### Office of the Director (HTB)

(1) Manages, directs, coordinates, and evaluates all health-related programs of the National Center for Environmental Health (NCEH) and the Agency for Toxic Substances and Disease Registry (ATSDR);

(2) provides overall leadership in health-related activities for hazardous substances, hazardous waste sites and chemical releases; (3) provides overall coordination for the research programs and science policies of the agencies; (4) develops goals and objectives and provides leadership, policy formulation, scientific oversight, and guidance in program planning and development; (5) provides overall programmatic direction for planning and management oversight of allocated resources, human resource management and administrative support; (6) provides information, publication and distribution services to NCEH/ATSDR; (7) maintains liaison with other Federal, State, and local agencies, institutions, and organizations; (8) coordinates NCEH/ATSDR program activities with other CDC components, other Federal, State and local Government agencies, the private sector, and other nations; and (9) directs and coordinates activities in support of the Department's Equal Employment Opportunity program and employee development. (Approved: 9/29/2004)

#### Office of Policy, Planning, and Evaluation (HTB4)

(1) Coordinates, develops, recommends and implements strategic planning and tracking for NCEH/ATSDR; (2) develops and manages an evaluation program to ensure adequacy and responsiveness of NCEH/ATSDR activities; (3) participates in reviewing, coordinating, and preparing legislation, briefing documents, Congressional testimony, and other legislative matters; (4) maintains liaison and coordinates with other Federal agencies for program planning and evaluation; (5) assists in the development of NCEH/ATSDR budget and program initiatives; (6) provides liaison with staff offices and other officials of CDC; (7) monitors and prepares reports on health-related activities to comply with provisions of relevant legislation; (8) coordinates the development, review, and approval of Federal regulations, Federal Register announcements, request for OMB clearance, and related activities; (9) develops and strengthens strategic partnerships with key constituent groups; and (10) facilitates communication between NCEH/ATSDR and its partners. (Approved: 12/16/2003)

#### Office of Financial and Administrative Services (HTB1)

(1) Plans, manages, directs, and conducts the administrative and financial management operations of NCEH/ATSDR; (2) reviews the effectiveness and efficiency of administration and operation of all NCEH/ATSDR programs; (3) develops and directs systems for human resource management, financial services, procurement requisitioning, and travel authorization; (4) provides and coordinates services for the extramural award activities of NCEH/ATSDR; (5) formulates the budget and provides overall programmatic direction for planning and management oversight of allocated resources; and (6) develops and directs a system for cost recovery. (Approved: 9/29/2004)

#### Office of the Director (HTB11)

(1) Plans, directs, coordinates, and manages the operations of the Office; (2) develops goals and objectives and provides leadership, policy formulation, and guidance in program planning and development; (3) provides program management and administrative support services for the Office; (4) coordinates Office activities with other components of ATSDR and other Federal agencies; (5) provides coordination and analysis of facility management issues. (Approved: 3/18/99)

#### Office of Communications (HTBD)

(1) Provides technical assistance to Divisions on management issues, public affairs, and health communications strategies; (2) collaborates with external organizations and the news, public service, and entertainment and other media to ensure that effective findings and their implications for public health reach the public; (3) collaborates closely with Divisions to produce materials designed for use by the news media, including press releases, letters to the editor, public service announcements, television programming, video news releases, and other electronic and printed materials; (4) secures appropriate

clearance of these materials within NCEH/ATSDR and CDC; (5) coordinates the development and maintenance of Center/Agency-wide information systems through an Internet Home Page; (6) develops strategies and operational systems for the proactive dissemination of effective findings and their implications for prevention partners and the public; (7) apart from the clearinghouses, hotlines, or other contractual mechanisms, responds to public inquiries and distributes information materials; (8) provides editorial, graphics, and publishing services for NCEH/ATSDR staff; (9) operates a NCEH/ATSDR Information Center; (10) maintains liaison with CDC public affairs and communications staff offices; (11) provides publications-related activities including editing, preparing articles and drafting news releases, distributing publications, and bibliographic services; and (12) provides public relations and publication-related activities. (Approved: 12/16/2003)

#### Division of Regional Operations (HTBC)

(1) Plans, manages, directs, and conducts the regional operations of the Agency; (2) recommends and coordinates the policy and procedures under which ATSDR works in the regions; (3) assists in implementing all facets of ATSDR programs; (4) provides liaison, technical advice, and consultation to the Environmental Protection Agency, other Federal, State, and local agencies, private organizations, community groups, and individuals on eliminating or mitigating public health problems resulting from the release of hazardous substances into the environment. (Approved: 12/16/2003)

#### Division of Health Assessment and Consultation (HTB6)

The mission of ATSDR is to prevent or mitigate adverse human health effects and diminished quality of life resulting from exposure to hazardous substances in the environment. In particular, the Division is responsible for mitigating the public health impacts to communities resulting from exposures to hazardous substances in the environment and for undertaking appropriate interventions to prevent adverse health effects. In order to fulfill that mission, the Division: (1) conducts public health assessments and other related health activities such as site review updates and Record of Decision reviews, to determine the health implications of releases or threatened releases of hazardous substances into the environment; in particular, such activities are conducted for Superfund, Resource Conservation and Recovery Act (RCRA), petitioned, and other sites; (2) conducts and evaluates exposure pathways analyses and other exposure screening analyses to identify impacted communities, to include biologic sampling, personal monitoring and health surveys, and related environmental assessments, as appropriate; (3) identifies and implements appropriate intervention at impacted communities to prevent exposures and/or adverse health effects; (4) provides health and medical consultations and technical support to address public health hazards at Superfund, RCRA, petitioned, and other sites where hazardous materials have been released into the environment; (5) issues public health advisories when a release or threatened release of a hazardous substance poses an imminent health hazard; (6) establishes a center of excellence for the development of innovative approaches, applied research methods and procedures for the analysis and use of health, demographic, and environmental data, and community health concerns. (Approved: 5/27/94)

#### Office of the Director (HTB61)

(1) Plans, directs, coordinates, evaluates, and manages the operations of the Division of Health Assessment and Consultation; (2) develops goals and objectives and provides leadership, policy formation, and guidance in program planning and development; (3) provides program management, administrative and logistical support services for the division; (4) coordinates division activities with other components of ATSDR and other Federal, State and local agencies; (5) initiates specific research and medical activities as appropriate to the Division's mission and program needs; (6) oversees implementation of a quality assurance and training program for the Division's activities. (Approved: 5/27/94)

#### Program Services Activity (HTB612)

(1) Coordinates the development of the Division's budget and provides overall programmatic direction for planning and management oversight of allocated resources; (2) provides logistical support for the internal operation of the Division's programs, including interagency agreements, grants, cooperative agreements, and contracts; (3) coordinates personnel and administration activities including the recruitment, hiring, and training of all Division staff; (4) conducts and supports the processing of all requisitions and requests for contracts required for the activities for the Division; (5) monitors and assists all Division branches to ensure that activities are in compliance with ATSDR administrative policies and procedures. (Approved: 9/29/2004)

#### Program Evaluation, Records and Information Services Branch (HTB64)

(1) Plans, directs, coordinates, evaluates, and manages the program evaluation and information management activities of the Division; (2) conducts special and routine program analyses to provide information and support to program management for policy and procedure development; (3) provides technical expertise, in particular in the area of spatial analysis, to other branches, divisions, and agencies; (4) develops strategic plans for information systems to support the division and assist the agency with respect to information requirements; (5) establishes and maintains communications (including collaboration as appropriate) between ATSDR and CDC, and other Federal, State, and local agencies and the public; (6) implements quality assurance activities for the Branch; (7) in accordance with Agency operations and procedures, conducts writer/editor reviews of division materials. (Approved: 8/27/97)

#### Community Involvement Branch (HTB67)

(1) Plans, directs, coordinates and implements the Division's community involvement and participation program; communicates ATSDR's roles and responsibilities to communities and tribes; and, provides technical advice, guidance and support on site-specific community involvement and participation to the division, and to other Agency entities upon request; (2) plans, designs and implements strategies for engaging (site entry) in site-specific community and tribal public health activities and, upon completion of activities strategies for disengagement; (3) collaborates with other ATSDR entities, and, where appropriate, with federal, state, tribal governments and local health entities, to develop, coordinate, and implement site-specific community involvement and participation programs that facilitate community integration into the planning, design, and implementation of ATSDR's public health actions; (4) provides leadership in establishing linkages between communities and technical and science staff; where appropriate, maintains and coordinates community contact; maintains database of site-specific community concerns and needs and actions taken to respond; and, advocates for the public health needs of the community and serves to mediate and assist in resolving areas of dispute or conflict; (5) in activities that involve communities, tribes, tribal governments and tribal organizations, ensures cultural awareness and respect are observed and practiced. (Approved: 12/8/97)

#### Exposure Investigations and Consultations Branch (HTB68)

(1) Plans, directs, coordinates, and evaluates the Division's exposure assessment program to include biologic sampling, personal monitoring, preliminary health surveys, and related environmental assessment; (2) plans and conducts the collection of human health outcome data in support of site-specific consultations, public health assessments, and related site-specific assessment actions; (3) monitors public health recommendations for hazardous waste sites and implements follow-up actions; (4) plans, directs, coordinates, and evaluates the health consultation program in support of Federal, State, and local agency removal actions at hazardous waste sites; this may include the

evaluation of environmental data, community concerns, and health outcome data, and the conduct of community involvement activities, demographic characterizations and site work plan, and ROD reviews; (5) coordinates and evaluates the Division's health consultation program, including coordination with the consultation programs of other offices and Divisions; (6) coordinates the development of divisional health consultation policies and procedures; (7) establishes and maintains communications (including collaboration as appropriate) between ATSDR and CDC, and other Federal, State, and local agencies and the public; (8) coordinates and monitors division compliance with agency health and safety policy; (9) implements quality assurance activities for the Branch; (10) plans, directs, coordinates, evaluates, and manages the Division's operations and activities for the petitioned site assessment activities. (Approved: 12/8/97)

#### Federal Facilities Assessment Branch (HTB69)

(1) Plans, directs, coordinates, evaluates, and manages the Division's operations and activities for the Federal site assessment program, including the implementation of quality assurance activities for the Branch; (2) issues public health assessments, health consultations, and public health advisories and conducts other health-related activities such as community involvement, site review updates, site workplan reviews, and ROD reviews for Federal sites; this may include the evaluation of environmental data, community concerns, health outcome data, and demographic characterizations; (3) establishes and maintains communications (including collaboration as appropriate) between ATSDR and CDC, and other Federal, State, and local agencies and the public; (4) monitors public health recommendations for Federal sites and implements follow-up action; (5) coordinates with the Office of Federal Programs in the development of Agency procedures and policy regarding Federal program activities; (6) coordinates the evaluation of health implications of exposure to radioactive material at hazardous waste sites. (Approved: 6/17/94)

#### Superfund Site Assessment Branch (HTB6A)

(1) Plans, directs, coordinates, evaluates, and manages the Division's operations and activities at Superfund and RCRA sites, including the implementation of quality assurance activities for the Branch; (2) issues public health assessments, health consultations, and public health advisories and conducts other related activities such as community involvement, site review and updates, site workplan reviews, and ROD reviews regarding Superfund and RCRA sites; this may include the evaluation of environmental data, community concerns, health outcome data, and demographic characterizations; (3) establishes and maintains communications (including collaboration as appropriate) between ATSDR and CDC, and other Federal, State, and local agencies and the public; (4) monitors public health recommendations for Superfund and RCRA sites and implements follow-up action as appropriate; (5) develops and coordinates the Division's Public Health Assessment Lead Initiative; (6) manages the State Public Health Assessment cooperative agreement program. (Approved: 6/17/94)

#### Division of Health Education and Promotion (HTB7)

(1) Develops and implements strategies and programs to educate individuals, communities (including underserved and minority communities), and health care providers about the health effects of hazardous substances in the environment; (2) in collaboration with other ATSDR programs, evaluates the outcome and impact of public health activities in communities affected or potentially affected by hazardous waste sites or releases; (3) develops, delivers, and evaluates health messages and materials to increase public awareness, promote the adoption of healthy behaviors, and improve the quality of life in communities exposed to hazardous substances in the environment; (4) works with federal, state, tribal governments, and local health entities to develop, implement, or facilitate health promotion strategies, based on the scientific findings developed through ATSDR programs, for communities at risk, and particularly susceptible populations (e.g., women, children, minorities, and underserved populations) at risk of

exposure to hazardous substances in the environment; (5) provides leadership in developing and implementing education, training, and evaluation programs developed by national health organizations; (6) conducts activities that involve affected communities in the development and implementation of public health strategies that address the health impact of hazardous substances in their environment; (7) develops and disseminates health education materials to meet the environmental health information needs of communities and health professionals; (8) conducts qualitative and quantitative research for site-specific health education programs, health communication, and community and professional education activities.

#### Office of the Director (HTB71)

(1) Plans, directs, coordinates, evaluates, and manages the operations of the Division of Health Education and Promotion; (2) develops goals and objectives and provides leadership, formulates policy, and provides guidance in program planning and development; (3) provides program management, administrative and logistical support services for the division; (4) coordinates division activities with other components of ATSDR, other federal, state, and local agencies, community groups, national associations, and nonprofit organizations; (5) oversees a quality assurance and training program for the division's activities.

#### Site Activities Branch (HTB75)

(1) Supports the division's mission by directing, coordinating, evaluating, and monitoring the operations of CERCLA Site Team and the Federal Site Team; (2) establishes overall program goals and objectives; provides leadership in community needs assessment, stakeholder involvement, program development, implementation, and evaluation of site-specific community and professional health education and health promotion activities; (3) coordinates site-specific activities with the DHEP PSB, collaborates with other ATSDR divisions and offices, tribal governments, other federal, state and local agencies, and community groups; (4) assures the quality of work produced within the branch.

#### Program Services Branch (HTB76)

(1) Develops and applies science-based health education tools, methods and communication strategies to deliver messages, education, and training to state public health partners, other public health partners, health professionals, and community groups to improve environmental health outcomes at the local, state, and national levels; (2) coordinates its activities with the DHEP SAB, other ATSDR divisions and offices, tribal governments, federal and state agencies, and community groups; (3) assures the quality of work produced and training conducted within the branch. (Approved 10/7/2002)

#### Division of Health Studies (HTB8)

(1) Coordinates all activities associated with epidemiologic and other health studies, surveillance activities, and registries; (2) provides medical and epidemiologic assistance and consultation; (3) performs epidemiologic investigations and designs and conducts human exposure assessments; (4) establishes and maintains a national registry of persons exposed to toxic substances and a national registry of serious diseases and illnesses; (5) implements extramural research programs that involve human health investigations.

#### Office of the Director (HTB81)

(1) Plans, directs, coordinates, and manages the operations of the Division of Health Studies; (2) develops goals and objectives and provides leadership, policy formulation, and guidance in program planning and development; (3) provides program management and administrative support services for

the Division; (4) coordinates Division activities with other components of ATSDR and other Federal agencies.

#### Epidemiology and Surveillance Branch (HTB82)

(1) Designs, conducts, and monitors surveillance programs to evaluate the health effects on persons with contact to hazardous waste sites or sudden releases of hazardous substances; (2) designs and conducts epidemiology studies to evaluate the association between exposure to hazardous substances and adverse health effects; (3) implements extramural research programs that involve human health investigations.

#### Exposure and Disease Registry Branch (HTB83)

(1) Establishes and maintains a national registry of persons exposed to toxic substances; (2) establishes and maintains a national registry of serious diseases and illnesses; (3) establishes and maintains the formation specification for a computerized system of files used for listing, tracking, and linking health and demographic records for registry and surveillance activities.

#### Health Investigations Branch (HTB84)

(1) Designs, conducts, and monitors pilot health studies including exposure studies, cluster investigation studies, and disease and symptom prevalence studies; (2) provides expert consultation in the conduct of pilot health studies; (3) provides expert medical consultation; (4) implements extramural research programs regarding human exposure assessment, biological markers, and medical testing.

#### Division of Toxicology (HTB9)

(1) Coordinates all activities associated with toxicologic profiles and toxicologic research; (2) identifies and publishes a list of the most hazardous substances related to Superfund releases and sites; (3) provides chemical-specific consultations as needed; (4) initiates research to expand knowledge of the relationship between exposure to hazardous substances and adverse human health effects through toxicologic studies of hazardous substances; (5) coordinates ATSDR toxicology activities with the Environmental Protection Agency, National Toxicology Program, and other appropriate Federal, State, local, or public programs. (Approved: 5/27/94)

#### Office of the Director (HTB91)

(1) Plans, directs, coordinates, and manages the operations of the Division of Toxicology; (2) develops goals and objectives and provides leadership, policy formulation, and guidance in program planning and development; (3) provides program management and administrative support services for the Division; (4) coordinates Division activities with other components of ATSDR and other Federal agencies; (5) provides chemical-specific consultations as needed.

#### Research Implementation Branch (HTB93)

(1) Develops, implements, and coordinates a program of research designed to determine the health effects of hazardous substances; (2) provides expertise for prioritizing data needs; (3) maintains a listing of substance-specific data needs; (4) coordinates Division research activities with the EPA, NTP, Interagency Testing Committee, other public programs, and private concerns, as appropriate; (5) administers ATSDR-sponsored projects resulting from substance-specific programs of research.

#### Toxicology Information Branch (HTB94)

(1) Coordinates all activities associated with toxicological profile development, production, and distribution; (2) administers the toxicological profile development contract; (3) provides scientific expertise for the development of toxicologic information; (4) disseminates toxicologic information in multiple formats; (5) coordinates toxicologic information activities with EPA, NTP, and other appropriate Federal, State, local, and international programs.

Emergency Response and Scientific Assessment Branch (HTB95)

(1) Provides technical expertise and site specific support in addressing the health issues presented by emergency or acute release events and threatened releases of hazardous materials; (2) provides technical expertise to conduct special evaluation activities necessary for support of Division programs; (3) provides infrastructure to support planning and evaluation activities for the toxicology programs of the Division; (4) establishes and maintains communications (including collaboration as appropriate) between ATSDR and CDC, and other Federal, State and local agencies and the public. (Approved: 6/17/94)